

# SANJIV AGARWAL

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Chartered Accountant & B.Com (Hons).Professional with a career spanning of over 15 years, Focus driven and goal oriented, seeking a challenging opportunity at Senior Management level in Financial Planning & Control, Accounts Management and Accounting Operations where my advanced professional and technical skills, extensive training and years of experience can be fully utilised.

## Key Impact Areas

Financial Planning,  
Analysis, Control

MIS Reporting  
Management  
Accounting

Forecasting, Variance  
Analysis

Taxation, Auditing

Budgetary Control

Working Capital  
Management

Internal Control  
Process Excellence

Statutory Compliance  
Reporting

Team Building  
Leadership

## Soft Skills

Collaborator

Visionary

Strategist

Analytical

Motivator

Team Builder

Mentor

→ A proven Strategic leader, in handling challenging assignments related to Financial Planning, Accounting, Taxation, Compliance and Administration.

→ Demonstrated ability in preparing and analyzing financial reports to summarize and forecast financial position useful to the management.

→ Hands-on knowledge & experience in fixed assets capitalization.

→ Adept in formulating budgets and conducting variance analysis to determine difference between projected & actual results and suggest corrective actions.

→ Proficient in initiating a strategic MIS system which includes business planning and determining the financial objectives by verifying operational efficiency levels & recommending cost control measures for improvement in performance.

→ Deft in establishing strategic cost management system for monitoring various overheads and proven abilities in the maintenance, consolidation and finalization of monthly and annual accounts, proper monthly & annual expense provisioning.

→ Proficient in handling all matters pertaining to direct & indirect taxation, banking, Working capital management.

→ Forte in developing, forecasting and implementing financial and operational models/ controls that aid in improving P&L scenario to competitively position the firm and create value for stakeholders.

→ Driven by success, contributed in formulating new policies & financial procedures, navigated business growth & mentored expansion plans, due diligence, cost reduction initiatives through proper control, process & efficiency improvements, productivity and resource management.

→ Steered finance management, Operations and Financial Transformation projects across varied industries with expertise.

→ Refined communication, people management & leadership skills leading to resolving problems and promoting motivated work environment.

## Education & Credentials

**Chartered Accountant (CA)** from Institute of Chartered Accountants of India in 2005 (November)

**Bachelor of Commerce (HONS)** from St.Xavier's College, Kolkata University with 62% in July 2002

## IT Skills

Proficient in Accounting and reporting tools like **Tally, Alif Management- Oracle based BOSS.**

**Hyperion, iScala, Cognos, Reflex, SUN systems, People soft Functional knowledge of IDS.**

Well versed with all office applications like **MS Windows, MS Office and Internet Applications.**

## **Notable Accomplishments**

- Actively channelized Tendering process and achieved considerable savings of Rs.50 lacs for Novotel HICC in year 2018-19
- Took up additional responsibility and clocked earnings of Rs.1 cr in the department by effective bandwidth management.
- Played a key role in implementing new initiatives strengthening Internal control resulting in efficient operations and financial discipline, instrumental in getting Health and Safety audit done and Star Classification of Hotel done.
- Personally recovered long pending Management dues from Ownership for 2017 & 2018 Rs.2 cr in dispute.
- Achieved GOP (2018-19) of 45.5 % in Novotel HICC despite of lower revenue achieved than budget. Monitoring cost saved in Rs. 50 lacs in departmental expenses.
- Motivated associates with 360 degree approach resulting in highest Employee Engagement survey result for the Unit, Department and South east Asia survey.
- Effective Debtors Management resulting in lower Debtors days from 28 to 22.
- Guided through NCLT case for HICC and obtained favorable verdict resulting in saving the bad debt of Rs.70 lacs.
- Revamping of Defunct TAJ SATS unit in GOA & Amritsar, capitalization of two units Bangalore and Cochin.
- Played a key role in Business Interruption Insurance Claim settlement for Oberoi Mumbai Wing, Implementation of capitalization software and training.
- Vital role played in opening Hotels Hyatt Raipur, Le Meridien Mahabaleshwar.
- Streamlined and formed LSOP for day to day Cash ,Receivable and Payable functions of Westin Kaulamapur, instrumental in setting up proper process for Asset /Liability schedule preparation
- Cross country diverse geographical and financial leadership spanning between South Asia (Malaysia) to South East Asia ( Nepal, Burma, Bhutan)

## **Professional Experience**

- ❖ Self & assignment-based work (June 2019 to date)
- ❖ Director of Finance -Novotel Hyderabad Convention Centre and Hyderabad International Convention Centre (February-2018 to May-2019)
- ❖ Assistant Vice President –Credit Suisse, Pune, (October-2017 to January -2018)
- ❖ Director of Finance- The Westin Pune Koregaon Park (August -2016 to March- 2017)
- ❖ Complex Financial Controller- Le Meridien Pune & Le Meridien Mahabaleshwar Resort & Spa (January- 2015 to August -2016)
- ❖ Finance Manager- Hyatt Raipur (December -2012 to December- 2014)
- ❖ Accounts Manager for The Oberoi, Mumbai & Trident Nariman Point from (October- 2010 to May -2012)
- ❖ Deputy Manager- Corporate Finance, Mumbai- Taj SATS Air Catering Limited, The Indian Hotels Co. Ltd from (April- 2008 to October -2010 )
- ❖ Dy. Manager (Finance & Accounts)-MMTC LIMITED (A GOVT.OF INDIA ENTERPRISES), Kolkata from (March- 2006 to September-2007) Appointed in Campus Interview.

## Key Result Areas

- Administered **Financial reporting, Statutory Compliance, FA, Audits, Accounts Payable, and Inventory Management** for the organization
- Assessed **consolidated Monthly Financial reporting** with detailed analysis and the commentary of the performance for the period
- Developed a **detailed MIS and provided insight of the financial position** with detailed variance analysis, various ratios ensuring timely closure of the books and audits periodically
- Interacted with various functions, undertook projects in the areas of financial planning, process improvements and cost management and reported on the implementation and progress of these initiatives
- Directed the **budgeting process for all Capital & Operational requirements**
- **Formulated strategy for the unit** in order to achieve a greater profitability
- Ensured total statutory compliances of the hotel
- Created a work environment that was high in employee morale and provided constant learning & development and used the feedback from Employee Satisfaction Survey to draw an action plan
- Contributed in **recruitment and performance appraisal/ management of the staff** in the department
- **Adhered to Standard Accounting procedures (GAAP) and USALI** in all the accounting operations
- Administered **budgetary control to ensure desired financial performance** with emphasis on profit maximization through revenue enhancement and strict expenditure controls
- Supervised **Balance Sheet Management** and effective controls on Fixed Assets, Inventory, Debtors and Creditors
- Collaborated with Auditors as a one point contact for the hotel to ensure timely completion of Audits of the hotel without any qualifications
- Controlling the **full audit cycle including risk management and control management** over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations
- **Determining internal audit scope** and developing annual plans; developing and presenting reports that reflect audit's results and document process; documenting process and preparing audit findings memorandum to enhance organizational effectiveness
- **Identifying loopholes and recommending risk aversion measures** and cost savings
- **Ensuring continuous knowledge development regarding sector's rules, regulations, best practices**, tools, techniques and performance standards
- **Implementing internal control disciplines throughout the organization to maintain integrity and accuracy** of financial reports; advising the clients on financial analysis, internal & regulatory reporting, accounting operations, budgeting & forecasting for achieving long-term improvements in cost savings, profitability and productivity
- **Acted as a representative for the units with the top management**; evaluated the project –ROI study, facilitated approval for various Emergency CAPEX, and renovation projects of the hotels.
- **Pre-opening departmental setup** and operations since inception.
- System Set up, Inventory Control, procurement & logistic setup for pre-opening property
- Reviews and maintains accurate files on all contractual obligations like Licenses, Insurances, and Permits etc.
- **Liaising** with Governmental Authorities.
- Preparation of **Projection** based on data accumulated from various departments.

## Personal Details

Date of Birth	: 03 <sup>rd</sup> April 1981
Passport Number	: Z4393237 (valid till 10-4-2028)
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